

ORIGINAL



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

BAHRAIN

FPO AE 09834-2800

NSABAHRAININST 1040.3

01A

3 Jun 04

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 1040.3

Subj: REENLISTMENT CEREMONIES

Ref: (a) MILPERSMAN 1160-020

Encl: (1) Reenlistment Worksheet  
(2) Reenlistment Checklist  
(3) Reenlistment Ceremony Procedures  
(4) Reenlistment Biogragphy

1. Purpose. To establish procedures for conducting reenlistment ceremonies as outlined in reference (a), and command sponsored incentives for all personnel who reenlist or extend on board U.S. Naval Support Activity (NSA) Bahrain.

2. Background. A reenlistment is a major milestone in the career of an enlisted member, which shall be accorded an appropriate and meaningful ceremony to render full recognition to the high quality performance of the individual who has been recommended for retention. Every effort will be made to accommodate the reenlistee's wishes for the ceremony; however, the dignity and professionalism of the ceremony must be maintained per guidelines in reference (a).

3. Guidelines. The following guidelines will apply:

a. When a member submits a request for reenlistment using enclosure (1), the Department/Division Career Counselor will work with the Command Career Counselor to ensure all the details of the reenlistment receive proper consideration. In the absence of the Division Career Counselor, the Department Career Counselor will assume these responsibilities. A reenlistment checklist (enclosure (2)) will be used to track all the necessary steps from the submission of the chit through completion of the reenlistment ceremony. Ceremony responsibilities will be coordinated and handled by the respective offices in accordance with enclosure (1). Enclosure (3) includes guidance for the actual ceremony. Enclosure (4) is provided to the Commanding Officer via the Command Career Counselor's office.

b. The Reenlisting Officer will be a Commissioned Officer who directly administers the oath to the reenlistee and signs

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the Immediate Reenlistment Contract (NAVPERS 1070/601).

c. Reenlisting members will be afforded the opportunity to complete a Hometown News Release. The Command Career Counselor will also provide the necessary information to the Public Affairs Officer for submission to the NSA Bahrain newspaper. The Public Affairs Officer will provide photographic coverage and provide the member with copies of the photographs. In the absence of the Public Affairs Officer, the Department Career Counselor will assume these responsibilities.

d. All members who reenlist will receive certain standard items which will consist of:

(1) A command coin.

(2) A Reenlistment Coupon Booklet containing the following:

(a) Special liberty on reenlistment day.

(b) One two-day special liberty.

(3) A commemorative plaque sponsored by NSA Chief Petty Officer Mess.

(4) Honorable Discharge Pin, Certificate of Discharge, Certificate of Reenlistment and, if applicable, a Certificate of Appreciation for the member's spouse and child(ren).

e. This instruction does not preclude the Division Officer from providing other incentives for reenlisting members. Other incentives and suggestions are always welcome and should be provided to the Command Master Chief or Command Career Counselor.

  
J. M. SMITH

Distribution: (NSABAHRAININST 5216.1Q)  
List I

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NAVSUPPACT BAHRAIN REENLISTMENT REQUEST WORKSHEET

(Reenlistment date is to be no less than 45 days after CO's signature)

Date Submitted: \_\_\_\_\_

Rate/Desig \_\_\_\_\_ Last Name, First, MI \_\_\_\_\_ SSN \_\_\_\_\_ USN/USNR \_\_\_\_\_

DEPT: \_\_\_\_\_ DIV: \_\_\_\_\_ Phone : \_\_\_\_\_

EAOS: \_\_\_\_\_ ADSD: \_\_\_\_\_ PEBD: \_\_\_\_\_ PRD: \_\_\_\_\_ HYT: \_\_\_\_\_

Number of Mos. of Ext: (1) Operative: \_\_\_\_\_ (2) Inoperative: \_\_\_\_\_

Actual pay-grade: \_\_\_\_\_

( ) Request reenlistment for \_\_\_\_\_ years on \_\_\_\_\_.

Reenl Incentive (Guard 2000/STAR/SCORE/BENEFITS OF RATE/OTHER): \_\_\_\_\_

Term: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> SRB Eligible: YES / NO Passing through zone: A / B / c

Under Orders: YES / NO PCS Orders to: \_\_\_\_\_

Transfer date (as requested via TIS pkg) \_\_\_\_\_

Request to SELL/CARRY OVER leave (number of days \_\_\_\_\_)

REEN OFFICER: \_\_\_\_\_ REEN OFFICER'S Title: \_\_\_\_\_

Rank \_\_\_\_\_ Last Name, First MI \_\_\_\_\_  
Place/Time: \_\_\_\_\_ Uniform: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Child(ren) Name(s): \_\_\_\_\_

Cake (Circle one): YES NO Type Cake: \_\_\_\_\_ (provided by Dept)

Ethnic Group: \_\_\_\_\_

Home of Record: \_\_\_\_\_

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Responsibilities:

PFA: Number of failures in last 4 years: \_\_\_\_\_ Qualified: YES/NO

PFA Coordinator comments and signature: \_\_\_\_\_

MEDICAL: Phys date: \_\_\_\_\_ Qualified: YES/NO

Medical comments and signature: \_\_\_\_\_

PERSONNEL OFFICER: Review S/R with mbr and updates/corrections made: \_\_\_\_\_

Member's Signature

Recommended

YES / NO

Department Career Counselor \_\_\_\_\_ Date \_\_\_\_\_

YES / NO

Leading Chief Petty Officer \_\_\_\_\_ Date \_\_\_\_\_

YES / NO

Division Officer \_\_\_\_\_ Date \_\_\_\_\_

YES / NO

Department Head \_\_\_\_\_ Date \_\_\_\_\_

YES / NO

Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

APPROVED / DISAPPROVED \_\_\_\_\_

Commanding Officer \_\_\_\_\_ Date \_\_\_\_\_

Enclosure (1)



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REENLISTMENT CHECKLIST

<u>Action to be taken:</u>	<u>Resp</u>	<u>Action taken</u>	<u>Rechecked</u>
Submit reenlistment worksheet	MBR	_____	_____
Worksheet to CCC	DCC	_____	_____
ARGUS Survey completion	DCC	_____	_____
Compute SRB (If applicable)	CCC	_____	_____
Pre-Cert SRB message sent out	CCC	_____	_____
Pre-Cert copy to PERS	CCC	_____	_____
SRB authorization copy to MBR	CCC/DCC	_____	_____
Deliver reenlistment schedule to CO/XO/CMC and POW Coordinator	CCC	_____	_____
E-mail reenlistment schedule to CO/XO/CMC and POW Coordinator	CCC	_____	_____
Order engraving for plaque	CCC	_____	_____
Arrange for reenlistment cake	DCC	_____	_____
Pick-up engraving plate for plaque	CCC	_____	_____
Prepare spouse certificate	CCC/DCC	_____	_____
Prepare discharge/reenlistment certificates	CCC/DCC	_____	_____
Prepare ceremonial SRB check (as applicable)	CCC	_____	_____
E-mail reenlistment biography to Commanding Officer	CCC	_____	_____
Honorable Discharge Pin	CCC	_____	_____
Pick-up contract from PERS	DCC	_____	_____
Inform all concerned of uniform	DCC	_____	_____
Reenlistment contract to PERS	DCC	_____	_____
Reenlistment photos to MBR	PAO/DCC	_____	_____

Enclosure (2)

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Reenlistment Ceremony Procedures

<u>Planned Date plus</u>	<u>Action to be taken</u>	<u>Responsibility</u>
Upon receipt of worksheet	Begin reenlistment checklist	DCC
When details are determined	Prepare reenlistment memo and distribute to all key personnel, CO, XO, CMC, MWR, POW Coordinator, etc.	CCC
6 working days prior	Ensure POW lists ceremony (date/location/time)	CCC
<b>Day of ceremony</b>		
- 1 hr	Ensure reenlistment location is prepared for ceremony	DEPT/DIV CC
- 15 mins	Assemble all personnel who will be attending ceremony	DEPT/DIV CC
- 10 mins	Escort CO/XO to ceremony	CMC/CCC
Time designated	<b>BEGIN REENLISTMENT CEREMONY</b>	

1. Reenlisting Officer will welcome all guests, paying particular attention to VIP guests.
2. Present Honorable Discharge Certificate and Honorable Discharge Pin.
3. Call attention to Oath.
4. Reenlistment Officer will raise his/her right hand and indicate to the reenlistee that he/she should, "raise your right hand and repeat after me."

He/She will then administer the oath, allowing the reenlistee to repeat it. (Designated personnel should be standing by for pictures.)

NOTE: Careful attention should be made to speak slowly in order that the reenlistee will hear the oath and be able to repeat it. Ensure the reenlistee's preference on the reenlistment oath "Swear or Affirm."

Enclosure (3)

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5. At the conclusion of the oath, the reenlisting officer should offer his/her congratulations to the reenlistee, shake reenlistee's hand, and join in a round of applause.
6. The reenlisting officer should then ask the reenlistee to sign the reenlistment contract. After the member signs, the officer will sign and give the contract to the Dept CC.
7. The presentation of the Reenlistment Certificate will then take place. The reenlisting officer should read the certificate.
8. The presentation of the Benefits Book and Commemorative Plaque will take place.
9. After these presentations, the reenlisting officer will then introduce the Commanding Officer.
10. If the reenlistee's spouse is in attendance, the Commanding Officer will present him/her with the certificate of appreciation.
11. If the reenlistee's child(ren) is/are in attendance, the Commanding Officer will present him/her/them with the certificate(s) of appreciation.
12. If the reenlistee's spouse and/or child(ren) is/are not in attendance, the Commanding Officer will present reenlistee with the certificate(s) of appreciation.
13. The Commanding Officer will offer his congratulations and, if applicable, present ceremonial SRB check and deliver command coin and make any other comments.
14. The reenlistee should now be given the opportunity to make a few comments to those assembled.
15. When photographs are developed, PAO/DCC will provide to reenlistee.

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REENLISTMENT BIOGRAPHY  
FOR  
IT2 (SW) I. B. NAVY

1. Full Name:
2. Spouse's name:
3. Children's names and ages:
4. Years of Active Duty:
5. Past Commands:
6. Next Permanent Duty Station:
7. Significant Achievements:
8. Goals: